

Form **12196**

(Rev. 12-2004)

Department of the Treasury
Internal Revenue Service**Small Business Tax Product Order Blank For
IRS Designated Partners****Review Instructions on Reverse Side Before Ordering**

OMB No. 1545-1638

Visit IRS Web Site @ www.irs.gov/smallbizPrint or type your name and address legibly in the space provided below and FAX your order to **1-309-662-2432**. You may call **1-800-829-2765** to place an order or to inquire about the status of your order.A valid **Account Number** is **REQUIRED** to process your request:1. **ACCOUNT NUMBER:** _____ 2. Date: _____3. Name _____ 4. Daytime telephone number _____ 5. Date needed _____
() - ext.

6. Delivery location (organization name/bldg./rm./floor) _____

7. Address (number and street) _____

8. City, State, and Zip Code _____

9. Last date item can be accepted _____

Note: Back-ordered items will cancel two days before this date. If item(s) is (are) still needed, you must reorder.

Cat. No.	Qty.	Product Number/Name
Useful Publications for All Small Businesses		
15315W		Publication 910 - IRS Guide to Free Tax Services
12350Z		Publication 1518 - IRS Tax Calendar for Small Businesses and Self-Employed
37263R		Publication 1518 SP - IRS Tax Calendar for Small Businesses and Self-Employed (Spanish)
26757M		Publication 3207 - The Small Business Resource Guide, CD-ROM
30939G		Publication 3699 - Small Business and Self-Employed Community Website Brochure
33989Q		Publication 3995 - Recognizing Illegal Tax Avoidance Schemes
Small Business Tax Workshop Course Materials		
46924L		Publication 1066 - Small Business Tax Workshop: Student Workbook
37140R		Publication 1066 SP - Small Business Tax Workshop: Student Workbook (Spanish)
35413T		Publication 1066A - Small Business Tax Workshop: Instructor Guide
36317U		Publication 1066B - Small Business Tax Workshop: Supplemental Guide
37141C		Publication 1066B SP - Small Business Tax Workshop: Supplemental Guide (Spanish)
30904P		Publication 3693 - Introduction to Federal Taxes for Small Business/Self Employed, CD-ROM
Filing and Paying Taxes Electronically		
22397E		Publication 966 - Electronic Choices for Paying All Your Federal Taxes
28295P		Publication 3425 - 4 Easy Ways to Use EFTPS
29593G		Publication 3603 - IRS e-file, Business Return Options Brochure
29862K		Publication 3611 - IRS e-file Electronic Payment Options Brochure
32031H		Publication 3806 - The Easiest Way to Pay Your Federal Taxes for Individual Taxpayers
33342B		Publication 3959 - The Convenient Way to Learn about EFTPS... (CD-ROM)
34381K		Publication 4048 - Enroll and Use EFTPS (Brochure)

Cat. No.	Qty.	Product Number/Name
Tax Publications Used for Small Business Tax Workshops		
10000W		Publication 15 - (Circular E), Employer's Tax Guide
21453T		Publication 15-A - Employer's Supplemental Tax Guide
29744N		Publication 15-B - Employer's Tax Guide to Fringe Benefits
11063P		Publication 334 - Tax Guide for Small Business
11081L		Publication 463 - Travel, Entertainment, Gift, and Car Expenses
15008E		Publication 505 - Tax Withholding and Estimated Tax
15063D		Publication 533 - Self-Employment Tax
15065Z		Publication 535 - Business Expenses
15068G		Publication 538 - Accounting Periods and Methods
15071D		Publication 541 - Partnerships
15072O		Publication 542 - Corporations
15094C		Publication 551 - Basis of Assets
46574N		Publication 560 - Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans)
15150B		Publication 583 - Starting a Business and Keeping Records
15154T		Publication 587 - Business Use of Your Home (Including Use by Daycare Providers)
15160X		Publication 590 - Individual Retirement Arrangements (IRAs)
13081F		Publication 946 - How to Depreciate Property
14332X		Publication 1635 - Understanding Your EIN - Employer Identification Numbers
16134L		Publication 1779 - Independent Contractor or Employee
27940D		Publication 3402 - Tax Issues for Limited Liability Companies
34066S		Publication 3998 - Choosing a Retirement Solution for Your Small Business
34333A		Publication 4035 - Home-Based Business Tax Avoidance Schemes
35291P		Publication 4035 SP - Home-Based Business Tax Avoidance Schemes (Spanish)

Cat. No.	Qty.	Product Number/Name
Useful Publications for Certain Businesses		
10320R		Publication 51 - (Circular A), Agricultural Employer's Tax Guide
11049L		Publication 225 - Farmer's Tax Guide
20086A		Publication 954 - Tax Incentives for Distressed Communities
44472W		Publication 1244 - Employee's Daily Record of Tips and Report to Employer
22209J		Publication 1872 - Tips on Tips: A Guide to Tip Income Reporting for Employees in the Food and Beverage
22212G		Publication 1875 - Tips on Tips: A Guide to Tip Income Reporting for Employers in the Food and Beverage Industry
26288G		Publication 3144 - Tips on Tips (A Guide to Tip Income Reporting) for Employers
26307C		Publication 3148 - Tips on Tips (A Guide to Tip Income Reporting) for Employees
31997W		Publication 3780 - Tax Information for Small Construction Businesses
34644K		Publication 4069 - Smallwares for Restaurants and Taverns
Additional Commonly Requested Products		
16055N		Form SS-4 - Application for Employer Identification Number
62736F		Instructions - Form SS-4
10134D		Form W-2 - Wage and Tax Statement
10159Y		Form W-3 - Transmittal of Wage and Tax Statements
25979S		Instructions - Forms W-2 and W-3
10220Q		Form W-4 - Employee's Withholding Allowance Certificate
10227P		Form W-5 - Earned Income Credit Advance Payment Certificate
10231X		Form W-9 - Request for Taxpayer Identification Number & Certification
20479P		Instructions for the Requester - Form W-9
14400O		Form 1096 - Annual Summary and Transmittal of U.S. Information Returns
14425J		Form 1099-MISC - Miscellaneous Income
11409F		Instructions - Forms 1099, 1098, 5498, and W-2G
11234O		Form 940 - Employer's Annual Federal Unemployment (FUTA) Tax Return
13660I		Instructions - Form 940

Cat. No.	Qty.	Product Number/Name
Additional Commonly Requested Products (Cont.)		
10983G		Form 940-EZ - Employer's Annual Federal Unemployment (FUTA) Tax Return
17001Z		Form 941 - Employer's Quarterly Federal Tax Return
14625L		Instructions - Form 941
11320B		Form 1040 - U.S. Individual Income Tax Return
11325E		Instructions - Form 1040 with Schedules A, B, C, D, E, F, J, and SE
11334P		Form 1040, Schedule C - Profit or Loss from Business
14374D		Form 1040, Schedule C-EZ - Net Profit from Business (Sole Proprietorship)
11344L		Form 1040, Schedule E - Supplemental Income and Loss
11346H		Form 1040, Schedule F - Profit or Loss from Farming
11358Z		Form 1040, Schedule SE - Self-Employment Tax
11340T		Form 1040ES - Estimated Tax for Individuals
11390Z		Form 1065 - U.S. Return of Partnership Income
11392V		Instructions - Form 1065
11394R		Form 1065, Schedule K-1 - Partner's Share of Income, Credits, Deductions, etc.
11396N		Instructions - Form 1065, Schedule K-1
11450Q		Form 1120 - U.S. Corporation Income Tax Return
11456E		Form 1120-A - U.S. Corporation Short-Form Income Tax Return
11455T		Instructions - Forms 1120 and 1120-A
11510H		Form 1120S - U.S. Income Tax Return for an S Corporation
11515K		Instructions - Form 1120S
11520D		Form 1120S, Schedule K-1 - Shareholder's Share of Income, Credits, Deductions, etc.
11521O		Instructions - Form 1120S, Schedule K-1
18629R		Form 2553 - Election by a Small Business Corporation
49978N		Instructions - Form 2553
13232M		Form 8829 - Expenses for Business Use of Your Home
15683B		Instructions - Form 8829

Purpose

Form 12196 is used only by IRS designated partners for requesting tax products for use as training material in conducting educational services on IRS' behalf. Partners may include instructors for Small Business Tax Workshops, Small Business Development Centers (SBDCs), Service Corps of Retired Executives (SCORE) offices, Chambers of Commerce, or other like educational organizations.

When ordering, please follow these guidelines: (Products May Be Delivered in Multiple Shipments)

1. Enter a valid account number which was provided by your TEC representative. Only orders with valid accounts will be processed.
2. Enter today's date.
3. Enter the name of the person to whom the order will be shipped.
4. Enter the daytime telephone number of the person receiving the order.
5. Enter the date the order is needed.
6. Enter the delivery location, be specific.
7. Enter the complete mailing delivery address where the order is to be shipped. P.O. Boxes are not preferred.
8. Enter city, state and ZIP code.
9. Give the last date order will be accepted (only products in back-order status after the date given will need to be reordered).

You may FAX your order blank to the IRS Area Distribution Center. FAX to: 1-309-662-2432. This is not a toll-free telephone number and there is no acknowledgement of receipt of your fax.

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code Section 6103.

The time needed to complete this form will vary depending on the individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to: Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Avenue NW, Washington, DC 20224.

DO NOT send your order blank to the Tax Products Coordinating Committee. FAX it to: 1-309-662-2432.